

Academic Integrity Resource Collection

Introduction

Central Michigan University's Academic Integrity policy states: "...academic integrity is a cornerstone of the University's commitment to the principles of free inquiry,..." and goes on to say, "...students are responsible for learning and upholding professional standards of research, writing, assessment, and ethics in their areas of study" (Academic Senate, 2009). To further these ideals, a concise collection of Academic Integrity Resources, for use within Blackboard course shells, is assembled on the Blackboard resources website (<http://www.cmich.edu/blackboard>).

The resource collection is designed to be easily obtained, customized and implemented within a Blackboard course shell. The collection includes four distinct elements: (1) pre-examination integrity statement, (2) pre-assignment integrity statement, (3) academic integrity knowledge question pool, and (4) an integrity and identity verification question pool. Each element of the collection is meant to serve in one or more of the following capacities:

- Aid faculty in quickly and easily promoting awareness of integrity expectations
- Educate students regarding integrity policy and expectations
- Discourage academic dishonesty

To use the resource collection, a Blackboard export file (ZIP file) must be downloaded and imported into an existing Blackboard course shell.

Obtaining the ZIP Export File

The resource collection is available only as a Blackboard course export ZIP file. It is mean to be imported, in its entirety, into an existing Blackboard course shell.

1. Visit <http://www.cmich.edu/blackboard>
2. Click **Additional Resources** from the site menu
3. Scroll to the **Academic Integrity** heading
4. Review the posted information and click the **Download Academic Integrity Resources file** link.
5. Save the file in an easy-to-find location.

Importing the ZIP Export File

After completing the download process described above, it is necessary to import the ZIP file into an existing Blackboard course shell to access and utilize the file's contents. Login to Blackboard and enter a course.

1. In the **Control Panel**, expand the **Packages and Utilities** group (if needed), and then click on **Import Package/View Logs**.

2. Click the **Import Package** button.
3. Under the Select a Package heading, click the **Browse** button to locate the Academic Integrity Resources package (.zip) file.
4. After locating and selecting the file, scroll down the page to section 3, **Select Course Materials**, to select the desired content elements and settings.

NOTE: To ensure proper function of the imported contents, click the “Select All” button.

5. After selecting the necessary items, click the **Submit** button from either the top or bottom of the page. Within a moment, the Import Package / View Logs screen will reload with a message displayed as follows: “Success: This action has been queued. An email will be sent when the process is complete.”
6. When the process completes, an email will be sent indicating a successful import and/or noting any warnings or errors which may have occurred. The import should take only a few minutes but may take longer depending on the volume of similar requests.

Using the Materials

After receipt of the email described in item 6 above, enter the course into which the Academic Integrity Resources were imported. Three new content areas, each of which will be set to be ‘unavailable’ to students, will be present within the course menu: **Read Me**, **Exams/Quizzes**, and **Writing**.

1. The imported content areas contain the following information:
 - 1.1. **Exams/Quizzes:** exam-specific pre-assessment academic integrity statement with 'review status' enabled, included with a sub-folder (where course exams or quizzes are to be deployed) configured with Adaptive Release, requiring students to indicate 'review' of the academic integrity statement for access. In essence, students will have to acknowledge, by marking 'reviewed' the integrity statement, to enter the folder containing exams and/or quizzes.
 - 1.2. **Writing:** specific pre-assignment academic integrity statement with 'review status' enabled, included with a sub-folder (where course assignments or Safe Assignments are to be deployed) configured with Adaptive Release, requiring students to indicate 'review' of the academic integrity statement for access. In essence, students will have to acknowledge, by marking 'reviewed' the integrity statement, to enter the folder containing exams and/or the assignment(s).
2. Additional information about the contents of the package can be found in the **Read Me** area following the import.

Works Cited

Academic Senate, C. M. (2009, May 5). *Academic Integrity Policy*. Retrieved January 27, 2012, from The Academic Senate at Central Michigan University: 2012